

**TRANSPORTATION ADVISORY COMMITTEE**

**Tuesday, January 16, 2018**

**Amy Ewerdt called the meeting to order at 8:29 a.m.**

**Members Present**

Melissa Evans, Mike Falkinham, Sara Gaska, Debbi Groeler, Brian Jacobson, Lori Lange, Barb Wendt, and Jim Wiersma

**Also Present**

Bev Behm, Sheila Drays, Amy Ewerdt, and Pat Jacob

**Consideration to Deviate from the Agenda if Needed**

Sara Gaska motioned and Barb Wendt seconded to approve to deviate from the agenda if needed. The motion carried.

**Approve the Minutes of the December Meeting**

Jim Wiersma motioned and Mike Falkinham seconded to approve the minutes from the December 19, 2017, Transportation Advisory Committee meeting. The motion carried.

**Public Forum**

None

**Action: Review, Discuss, and Approve Transportation Advisory Committee Bylaws**

Amy Ewerdt read the below changes to the Bylaws and followed with approvals:

Article II, Section 1: Membership; Sara Gaska motioned and Debbi Groeler seconded to approve the change as needed. The motion carried.

Article II, Section 2: Terms of Membership; Debbi Groeler motioned and Lori Lange seconded to approve to the change as needed. The motion carried.

Article II, Section 4: Member Removal; Lori Lange motioned and Sara Gaska seconded to approve to the change as needed. The motion carried.

Article IV, Section 1: Regular Meetings; Debbi Groeler motioned and Lori Lange seconded to approve to the change as needed. The motion carried.

Article IV, Section 3: Quorum; Jim Wiersma motioned and Sara Gaska seconded to approve to the change as needed. The motion carried.

Article IV, Section 4: Manner of Acting; Sara Gaska motioned and Lori Lange seconded to approve to the change as needed. The motion carried.

Article IV, Section 6: Public Attendance and Comment; Jim Wiersma motioned and Brian Johnson seconded to approve to the change as needed. The motion carried.

Article V, Section 1: Conflict of Interest; Lori Lange motioned and Debbi Groeler seconded to approve to the change as needed. The motion carried.

Article VII, Section 1: Amendments to Bylaws; Brian Johnson motioned and Sara Gaska seconded to approve to the change as needed. The motion carried.

**Action: Review, Discuss, and Approve Committee Members**

*Action on Approve Committee Members* will wait until the updates are approved on the Bylaws.

**Transportation Program Updates from Committee Members**

None

**Action: Review, Discuss, and Approve meetings for the rest of 2018**

Was approved in the above bylaw discussion to accept March 20, June 19, September 18, and December 18 for our 2018 meetings.

**Other Business**

None

**Next Meeting**

The next meeting of the Transportation Advisory Committee will be held on March 20, 2018 in room G46, at 199 County Road DF, Juneau.

**Adjournment**

Brian Johnson motioned and Barb Wendt seconded to adjourn the Transportation Advisory Committee meeting was adjourned at 8:55 a.m. The motion carried.

Respectfully Submitted:

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Amy Ewerdt

*Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.*

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT  
TRANSPORTATION ADVISORY COMMITTEE  
BYLAWS

JanuaryMarch, 20172018

**ARTICLE I**

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**SECTION 1. NAME:** The name of this Committee shall be the Dodge County Human Services and Health Department Transportation Coordination Advisory Committee hereinafter referred to as the Committee.

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**SECTION 2. JURISDICTION:** The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

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**SECTION 3. REPORTING:** The activities of the committee will be reported to the Community Support Services Division Manager for appropriate action. A copy of the minutes from any meeting will be given to the Community Support Division Manager and the Human Services and Health Department Director.

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**ARTICLE II**

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**SECTION 1. MEMBERSHIP:** The Committee shall consist of not more than fifteen (15) members. The members shall be representative of the consumers and Dodge County Human Services and Health Department (hereinafter "Department") Department staff that utilize or have interest in transportation services.

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**SECTION 2. MEMBER APPOINTMENT:** An individual is appointed to the Committee by a majority vote of the members present at a meeting with a quorum.

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**SECTION 23. TERMS OF MEMBERSHIP:**

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A. Department Staff Members: Individuals employed in a Department position that utilizes or has an interest in transportation (hereinafter "Department Staff Members") are appointed until removed or the member no longer holds a Department position that utilizes or has an interest in transportation.

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Consumer Members: IndividualsCommittee who are not Department Staff Members (hereinafter "Consumer Members") members—are appointed to serve a three (3) year term. On the recommendation of the Committee, a Consumer Member may be reappointed to one (1)

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additional three (3) year term. The Committee may reappoint a Consumer Member to additional one (1) year terms following that Consumer Member's second three (3) year term.

- m. A majority vote by the members is required for appointment to the Committee.

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**SECTION 4. MEMBER REMOVAL:** After properly giving notice of the Committee's consideration and possible removal of a member, on an agenda, consistent with the Wisconsin Open Meetings Law, any member may be removed from the Committee by a majority vote of the members present at a meeting with a quorum.

**SECTION 53. OFFICERS:** The Chair of the Committee (hereinafter "Chair") shall be appointed by the Director of Dodge County Human Services and Health Department. The Chair of the Committee shall be appointed until removed or the Chair no longer holds a Department position that utilizes or has an interest in transportation appointed to a year term, and may be reappointed for additional year terms. Duties to include presiding at the meetings, identifying issues to be discussed, and communicating recommendations to the Director and Human Services and Health Department Board. Also, position of Recording Secretary will be selected by the Chair. Duties to include taking minutes of the meeting, transcribing the minutes, distribution of the minutes and all other pertinent information to the Committee members on a timely basis, and all other responsibilities as deemed necessary by the Committee. Officers are removed in the same manner as members of the Committee (See Article II, Section 4).

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### ARTICLE III

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**SECTION 1. PURPOSE:** The purpose of the Committee shall be to protect and improve the quality of transportation services in Dodge County; assure that all people have the opportunity to access transportation services; act as a support system for volunteer drivers and other citizens involved in the delivery of transportation services; and coordinate all County transportation resources available to Dodge County residents.

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**SECTION 2. POWERS AND DUTIES:** The powers and duties of the Committee are:

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- A) To collect information about and monitor the transportation needs and opinions of transportation services consumers in Dodge County and make policy recommendations to the Community Support Services Division Manager to address these needs and opinions.

- B) To advocate for the rights of transportation services consumers within Dodge County at the local, State, and Federal level.
- C) Assist the Department in outreach efforts to identify and recruit transportation volunteers.
- D) Provide information of the needs of the consumers and transportation services of the Department to any interested parties.
- E) Promote opportunities for consumers to contribute to the program.
- F) To advise the Transportation Program Supervisor on the development and implementation of the County Transportation Plan for service.
- G) To monitor the progress of the Transportation Program in the implementation of the County Transportation Plan and the attainment of the objectives and activities as they relate to the plan.

#### ARTICLE IV

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SECTION 1. REGULAR MEETINGS: Regular meetings of the Committee shall be held quarterly. ~~Regular meetings of the Committee shall be held at 8:30 a.m./p.m. on the 3rd Tuesday of day of (month), (month), (month), and (month) March, June, September, and December, or as otherwise set by the Transportation Program Supervisor. The date and time of the meeting is to be determined by Committee members and the Transportation Program Supervisor.~~

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SECTION 2. SPECIAL MEETINGS: Special meetings of the committee may be called by the Chair, by ~~fifty-one (51%) percent~~ majority of the membership, or by the Transportation Program Supervisor. Time of the meeting shall be determined by the person(s) calling the meeting. All members shall be informed by mail, email, phone, or personal contact at least forty-eight (48) hours before the meeting.

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SECTION 3. QUORUM: ~~Fifty-one (51%) percent~~A majority of the Committee shall constitute a quorum for the transaction of business at any meeting. If a quorum is not present ~~at a meeting, business will be conducted. Any recommendations made to the Community Support Services Division Manager at this meeting are subject to the approval of the majority of the Committee, which can be conducted by a telephone poll, members may only discuss, but not act on (make motions, vote, etc.), items on the agenda.~~

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SECTION 4. MANNER OF ACTING: ~~The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Committee, unless the act of a greater number is required by law.~~

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SECTION 54. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Committee. If a member fails to attend two (2) consecutive

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meetings without prior notice to the Transportation Program Supervisor, the Transportation Program Supervisor shall recommend to the committee that this person be removed from the Committee.

~~SECTION 65. PUBLIC FORUM PUBLIC ATTENDANCE AND COMMENT: Program Committee meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the committee for a limited time. Meetings of the Committee shall comply with the open meetings laws of the State of Wisconsin now in effect or hereinafter in effect. Each meeting of the Committee will have a specific time designated for public comment.~~

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## ARTICLE V

~~SECTION 1. CONFLICT OF INTEREST: No Committee member shall participate in voting matters which would result in a real or perceived conflict of interest or in financial remuneration to the committee member or to his or her family. An abstention from voting shall be neither a vote in favor or against the matter voted upon.~~

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## ARTICLE VI

~~SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for procedures not covered by the Wisconsin Open Meetings Law and the these Bylaws.~~

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## ARTICLE VII

~~SECTION 1. AMENDMENTS TO BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Committee members present at any regular meeting or at any special meeting(s) in which a quorum is present. The proposed amendment(s) are to be read at two (2) consecutive meetings before calling a vote.~~

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**TRANSPORTATION ADVISORY COMMITTEE TERMS**

Updated 7/10/17

<b><u>Name of Member</u></b>	<b><u>Term Start Date</u></b>	<b><u>Term End Date</u></b>	<b><u>Term Renew Date</u></b>	<b><u>Term Renew End Date</u></b>
<b><u>Melissa Evans</u></b> Adult Protective Services HDOB, 2 <sup>nd</sup> Floor 920-386-3608 Juneau WI 53039	1/2016	12/2018		
<b><u>Mike Falkinham</u></b> Van Driver 920-887-7997 HDOB, 3 <sup>rd</sup> Floor Juneau WI 53039	1/2014	12/2016	1/2017	12/2019
<b><u>Sara Gaska</u></b> Clinical Services 920-386-3490 HDOB, 3 <sup>rd</sup> Floor Juneau WI 53039	1/2013	12/2015	1/2016	12/2018
<b><u>Debbi Groehler</u></b> <a href="mailto:Debbi.groeler@mailblc.org">Debbi.groeler@mailblc.org</a> Bethesda Lutheran Communities 600 Hoffmann Dr Watertown WI 53094 920 262-6514 or 800 369-4636 X6514	1/2014	12/2016	1/2017	12/2019
<b><u>Brian Jacobson</u></b> Green Valley Enterprises Inc 1223 Madison St Beaver Dam WI 53916 920 887-4282 Fax 920 887-4292	9/2016	12/2018		
<b><u>Lori Lange</u></b> Public Health 920-386-3676 HDOB, 1 <sup>st</sup> Floor Juneau WI 53039	1/2011	12/2013	1/2014	12/2016
<b><u>Michelle LeCaptain</u></b> Dialysis 920-887-3376 110 Monroe St Beaver Dam WI 53916	1/2015	12/2017		
<b><u>Barbara Wendt</u></b> Rider 920-206-4673 800 Hidde Dr #224 Watertown WI 53098	1/2015	12/2017		
<b><u>Jim Wiersma</u></b> Child & Families Protective Services HDOB, 2 <sup>nd</sup> Floor Juneau WI 53039; 920-386-3608	1/2012	12/2014	1/2015	12/2017
<b><u>Vacant</u></b>	1/2017	12/2019		
<b><u>Vacant</u></b>	1/2015	12/2017		

## TITLE VI Notice to the Public

The **Department** Notice to the Public is as follows:

### Notifying the Public of Rights Under Title VI

#### **Human Services and Health Department (Department)**

- ✓ The **Department** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Department**.
- ✓ For more information on the **Department** civil rights program, and the procedures to file a complaint, contact 920-386-3500, toll free at 800-924-6407, fax at 920-386-4015, TTY 920-386-3883, email [hsagingunit@co.dodge.wi.us](mailto:hsagingunit@co.dodge.wi.us), or visit the Henry Dodge Office Building at 199 County Road DF, Juneau, WI 53039.
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 920-386-3500 or 800-924-6407. *Si se necesita informacion en otro idioma de contacto, 920-386-3500 o 800-924-6407*

The Department Notice to the Public is posted in the following locations: *(check all that apply)*

- X Agency website <http://www.co.dodge.wi.us/index.aspx?page=323>
- X Public areas of the agency office (common area, public meeting rooms, etc.)



## Subrecipient: Dodge County Human Services

3/15/2018

Line	Status	Revenue Vehicle?	ADA Accessible?	Vehicle Type	Grant Number	Year of Manufacture	Vehicle Length (feet)	Seating Capacity (Max)	Number of W/C Positions	Original Purchase Price	Federal Share	Purchase Date	Ownership	Lease	VIN	Vendor	Chassis Manufacturer	Body Manufacturer	Chassis Model	Body Model	Current Mileage	Vehicle Condition	Notes
5310	Active	Yes	Yes	MV - Minivan	5310	2017	16.9	3	1	\$ 33,216.88	\$ 26,573.50	1/29/2018	X	no	2C7WDGBG4HR802301	BRAUN	Chrysler	BRAUN	Chrysler	noCaravan	97	5 - Excellent	951
5310	Active	Yes	Yes	MV - Minivan	5310	2017	16.9	3	1	\$ 33,216.88	\$ 26,753.50	1/29/2018	X	no	2C7WDGBG4HR802271	BRAUN	Chrysler	BRAUN	Chrysler	noCaravan	98	5 - Excellent	953
5310	Active	Yes	Yes	MV - Minivan	5310	2015	16.9	3	1	\$ 33,723.00	\$ 26,978.40	8/17/2015	X	no	2C4RDGBG5FR886310	BRAUN	Chrysler	BRAUN	Chrysler	noCaravan	66,461	4 - Adequate	950
5310	Active	Yes	Yes	MV - Minivan	5310	2008	17	3	1	\$ 32,135.00	\$ 25,708.00	8/14/2008	X	no	1G8DV13W48D181556	BRAUN	Chrysler	BRAUN	Braun	noCaravan	196,285	1 - Poor	954
5310	Active	Yes	Yes	MB - Minibus	5310	2017	24	14	2	\$ 55,151.00	\$ 44,120.80	3/24/2017	X	no	1FDPE4F5XHC36506	BRAUN	Ford	Starcraft	E-450	6,644	5 - Excellent	952	
5310	Active	Yes	Yes	MB - Minibus	5310	2008	18	6	2	\$ 41,046.00	\$ 32,836.80	11/16/2008	X	no	1FD3E3LX8D857094	BRAUN	Ford	Starcraft	E-350	104,188	3 - Good	956	
5310	Active	Yes	Yes	MV - Minivan	5310	2011	16.9	3	1	\$ 35,249.00	\$ 28,199.20	4/18/2011	X	no	2D4RNMDG3B795421	BRAUN	Dodge	BRAUN	Dodge	noCaravan	138,020	4 - Adequate	958
5310	Active	Yes	Yes	MV - Minivan	5310	2010	16.8	3	1	\$ 34,487.00	\$ 27,487.60	3/1/2010	X	no	2D4RNMDG3B795410	BRAUN	Dodge	BRAUN	Dodge	noCaravan	177,847	3 - Good	959
5310	Active	Yes	Yes	MB - Minibus	5310	2011	14.6	14	4	\$ 49,564.00	\$ 39,651.20	3/30/2011	X	no	1FDPE4F6BDB12362	BRAUN	Ford	Starcraft	E-450	34,271	4 - Adequate	Clearview	

## 2017 Transportation Recap-Volunteer Drivers

One-Way Trips by Passenger Type	QTR 1	QTR 2	QTR 3	QTR 4
Senior, Ambulatory				510
Senior, Non-Amb				795
Disabled, Non-Senior, Amb				154
Disabled, Non-Senior, Non-Amb				62
Other				259
<b>Total</b>				1780

### One-Way Trips by Purpose

Medical				1537
Employment				1
Nutrition				26
Education/Training				22
Social/Rec				52
Personal				142
Other				0
<b>Total</b>				1780

Total Expenses				\$ 69,613.00
Total Trip Miles				65673
Total Hours of Service				3113
Total Donations				\$ 9,056.99
Care WI Reimbursement				\$ 2,137.51

## 2017 Transportation Recap-Vans

One-Way Trips by Passenger Type	Clearview	950	954	956	958	959	952
Senior, Ambulatory	25	28	5	0	10	18	9
Senior, Non-Amb	40	95	122	26	102	110	83
Disabled, Non-Senior, Amb	80	6	3	1	4	6	20
Disabled, Non-Senior, Non-Amb	66	10	4	2	5	9	4
Other		5	6	2	8	2	1
<b>Total</b>	<b>211</b>	<b>144</b>	<b>140</b>	<b>31</b>	<b>129</b>	<b>145</b>	<b>117</b>

### One-Way Trips by Purpose

Medical		142	135	30	127	139	93
Employment			1				
Nutrition						2	
Education/Training		1		1			
Social/Rec	211		2			2	18
Personal		1	2		2	2	6
Other							
<b>Total</b>	<b>211</b>	<b>144</b>	<b>140</b>	<b>31</b>	<b>129</b>	<b>145</b>	<b>117</b>

Total Expenses	\$ 901.00	\$ 6,084.00	\$ 4,826.00	\$ 809.00	\$ 4,508.00	\$ 5,419.00	\$ 2,441.00
Total Trip Miles	850	5740	4553	763	4253	5112	2303
Total Hours of Service	103	265	229	50	212	244	146